



DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD
NORTH CHICAGO, ILLINOIS 60064-3094

SEP 6 2005

MEMORANDUM FOR COMMANDER, NEW ORLEANS MILITARY ENTRANCE
PROCESSING STATION (MEPS)

SUBJECT: Guidance for Hurricane Katrina Evacuation Policy/Procedures

References: (a) Navy Region South, Guidance for Hurricane Katrina Evacuation
Policy/Procedures (27 Aug 05)
(b) Navy Region Southeast, Guidance for Hurricane Katrina Evacuation
Policy/Procedures (1 Sept 05)
(c) Joint Federal Travel Regulations (Chap 6)
(d) DA Message 012244Z, CONUS Evacuation Entitlement FY05

This memorandum is provided to establish guidance on funding of military and DoD civilian personnel and their dependents residing in the greater New Orleans area ordered to evacuate the New Orleans MEPS in response to the approach of Hurricane Katrina on August 27, 2005.

As directed in references (a) and (b), New Orleans MEPS personnel are directed to evacuate on August 27, 2005. There is no designated safe haven for military personnel, DoD civilians, or their dependents in the greater New Orleans area due to the unique geography of the region.

As a result of this directed evacuation and per the guidance provided in references (c) and (d), Commanding Officer, New Orleans MEPS is authorized to provide Temporary Additional Duty Cost Orders for military personnel/dependents assigned to the New Orleans MEPS. These orders are authorized to permit travel within CONUS from the station for the period August 27 – September 26, 2005, to include mileage, lodging, and per diem. Estimated total reimbursement cost should be forwarded to USMEPCOM Director, J-8 not later than September 26, 2005.

DoD civilian employees assigned to the New Orleans MEPS and their dependents are authorized issue of Temporary Additional Duty Cost Orders to permit travel within CONUS from the station for the period August 27– September 26, 2005, to include mileage, lodging, and per diem. Estimated total reimbursement cost must be forwarded to USMEPCOM Director, J-8 not later than September 26, 2005.

Any exceptional circumstances that do not fall into these two categories must be referred to Commander, USMEPCOM, for action and must include the Commanding Officer, New Orleans MEPS, recommendation for disposition.

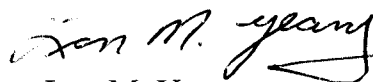
Civilian personnel assigned to the New Orleans MEPS will be given an excused absence for the period August 27 - September 26, 2005 (inclusive) or a date after that as directed by the Commander, USMEPCOM.

The Government Travel Charge Card is authorized for use during this period for Temporary Additional Duty Costs such as mileage, lodging, and per diem. Anyone who does not have a Government Travel Charge Card or who has questions regarding the Government Travel Charge Card may contact SFC Mitchell at (847) 688-3680, x7336 or Lynn Simmet at (847) 688-3680, x7329.

Due to Hurricane Katrina, the banks and credit unions in Louisiana, Alabama, and Mississippi have implemented contingency procedures. Any employee impacted by Hurricane Katrina either due to living in the vicinity of the disaster areas or maintaining accounts in the area, the Federal Reserve Bank, the FDIC, and the Banking and Credit Union Associations have implemented procedures to pull EFT files into their alternate banking and credit union sites where possible. Contact Dorethia Callahan at 847 688-3680, x7322 or Kevin Steverson at (847) 688-3680, x7317 if you have questions.

Status of all personnel and dependents will be reviewed prior to September 26, 2005, and additional guidance issued for the termination/continuation of safe haven status individually or collectively. In no case will allowances under reference (c) exceed 180 days from the beginning evacuation date of August 27, 2005.

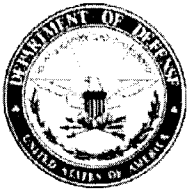
For TDY Order/Accounting Classification contact Kimberly Echtenacher at (847) 688-3680, ext 7321.



Lon M. Yearly
Colonel, USMC
Commanding

Attachments:

- (a) Navy Region South, Guidance for Hurricane Katrina Evacuation Policy/Procedures (27 Aug 05)
- (b) Navy Region Southeast, Guidance for Hurricane Katrina Evacuation Policy/Procedures (1 Sept 05)



DEPARTMENT OF THE NAVY

COMMANDER
NAVY REGION SOUTH
250 LEXINGTON BLVD SUITE 231
CORPUS CHRISTI TX 78419-5200

1500

Ser 00/00X050827

27 August 05

From: Commander, Navy Region South
To: Navy Region South

Subj: GUIDANCE FOR HURRICANE KATRINA EVACUATION
POLICY/PROCEDURES

Ref: (a) TELCON btwn CNRS/NOLA ICOs of 27 August 2005
(b) Joint Federal Travel Regulations (Chap 6)

1. This memorandum is provided to establish guidance on funding of military and DoD civilian personnel and their dependents residing in the greater New Orleans area ordered to evacuate military installations in New Orleans in response to the approach of Hurricane KATRINA on 27 August 2005.
2. As discussed and directed in reference (a), Naval Air Station Joint Reserve Base New Orleans and Naval Support Activity New Orleans Installation Commanding Officers will initiate base closure and the evacuation of their installations beginning 27 August 2005. The only exceptions were for command-identified security, medical, emergency preparedness and command essential staff. There is no designated safe haven for military personnel or DoD civilians in the greater New Orleans area due to the unique geography of the region.
3. As a result of this directed evacuation and per the guidance provided in reference (b), NAS JRB New Orleans and NSA New Orleans are authorized to provide Temporary Additional Duty Cost Orders for 1) military personnel/dependents assigned to the installation or NRS UIC (residing onboard or off-installation in either private or government quarters in the greater New Orleans area) and 2) other military personnel/dependents (non-installation or NRS UIC personnel) who occupy housing onboard either installation. These orders are authorized to permit a radius of travel of up to 500 miles from the installation for the period 27-31 August 2005 to include mileage, lodging and per diem. Estimated total reimbursement cost should be forwarded by each installation to Navy Region South Deputy Comptroller not later than 14 September 2005.
4. Reimbursement of non-installation/NRS UIC personnel assigned to tenants onboard either installation that does not occupy government quarters will be made by the tenant command.
5. DoD civilian employees assigned to the installation or NRS UIC and their dependents are authorized issue of Temporary Additional Duty Cost Orders to permit a radius of travel up

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to 500 miles from the installation for the period 27-31 August 2005 to include mileage, lodging and per diem. Estimated total reimbursement cost should be forwarded by each installation to Navy Region South Deputy Comptroller not later than 14 September 2005.

6. Any exceptional circumstances that do not fall into these two categories should be referred to Navy Region South for action and should include the Installation Commanding Officer's recommendation for disposition.

7. Civilian personnel assigned to NAS JRB New Orleans and NSA New Orleans will be given excused absence for the period of 27-31 August (inclusive) or a date after that as directed by the Installation Commanding Officer.


G. E. MAYER



DEPARTMENT OF THE NAVY

COMMANDER NAVY REGION SOUTHEAST
BOX 102, NAVAL AIR STATION
JACKSONVILLE, FLORIDA 32212-0102

1500

Ser N00/ **0345**

1 SEP 2005

From: Commander, Navy Region Southeast
To: Navy Region Southeast

Subj: GUIDANCE FOR HURRICANE KATRINA EVACUATION POLICY/PROCEDURES

Ref: (a) TELCON btwn CNRSE/ICOs of CBC Gulfport, NAVSTA Pascagoula of 28 August 2005
(b) Joint Federal Travel Regulations (Chap 6)

1. This memorandum is provided to establish guidance on funding of military and DoD civilian personnel and their dependents residing in the Gulf Coast areas of Mississippi ordered to evacuate military installations in response to the approach of Hurricane KATRINA on 28 August 2005.
2. As discussed and directed in reference (a), Construction Battalion Center, Gulfport and Naval Station Pascagoula Installation Commanding Officers will initiate base closure and the evacuation of their installations beginning 28 August 2005. The only exceptions are for command-identified security, medical, emergency preparedness and command essential staff. There is no designated safe haven for military personnel or DoD civilians in the Gulf Coast area due to the unique geography of the region.
3. As a result of this directed evacuation and per the guidance provided in reference (b), CBC Gulfport and NAVSTA Pascagoula are authorized to provide Temporary Additional Duty Cost Orders for 1) military personnel/dependents assigned to the installation, residing onboard or off-installation in either private or government quarters in the Mississippi Gulf Coast area and 2) other military personnel/dependents (non-installation UIC personnel) who occupy housing onboard either installation. These orders are authorized to permit a radius of travel of up to 500 miles from the installation from 28 August until not later than 30 September 2005 to include mileage, lodging and per diem. Estimated total reimbursement cost should be forwarded by each installation to Navy Region Southeast Deputy Comptroller not later than 14 September 2005.
4. Reimbursement of non-installation UIC personnel assigned to tenants onboard either installation that does not occupy government quarters will be made by the tenant command.
5. DoD civilian employees assigned to the installation UIC and their dependents are authorized issue of Temporary Additional Duty Cost Orders to permit a radius of travel up to 500 miles from the installation for the period 28 August until not later than 30 September 2005 to include mileage, lodging and per diem. Estimated total reimbursement cost should be forwarded by

Subj: GUIDANCE FOR HURRICANE KATRINA EVACUATION POLICY/PROCEDURES

each installation to Navy Region Southeast Deputy Comptroller not later than 14 September 2005.

6. Any exceptional circumstances that do not fall into these two categories should be referred to Navy Region Southeast for action and should include the Installation Commanding Officer's recommendation for disposition.

7. Civilian personnel assigned to CBC Gulfport or NAVSTA Pascagoula will be given excused absence for the period of 28 August until a date that is directed by the Installation Commanding Officer.


M. E. SCHELLHORN
Acting